Covered Entities Guide for Public Users

Exporting Contract Pharmacy Data

This guide describes how to export contract pharmacy search results data. Having obtained a list of contract pharmacies that matched your search criteria [Searching for a Contract Pharmacy] you have the option of exporting pharmacy data to an Excel spreadsheet. Excel offers numerous options for arranging and customizing the data presentation.

Steps for exporting data from the **Search Results** page:

1)   After entering search criteria on the **CP Search Criteria** page, click Search .
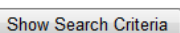

The **Search Results** page displays.

2)   Check the box in the left column for each contract pharmacy data you want to export. To export all the search result data check the *Select All* box at the top of the column.

Note: A message notifies you if more than 200 records are selected for export.

3)   Click [Export Results] . The **Contract Pharmacy Data Extract** page displays.

4)   Select what data you want to export to the spreadsheet:

- Click *Select All* to have all the data listed on the page exported. To have most, not all, of the data exported, simply uncheck the box next to the data not to be exported.

- Click a section heading (example, *Covered Entity Address*) to have all the data items in that section exported. Uncheck the box next to items in a section you do not want exported.

- Click individual items for export when you do not want most of the data exported.
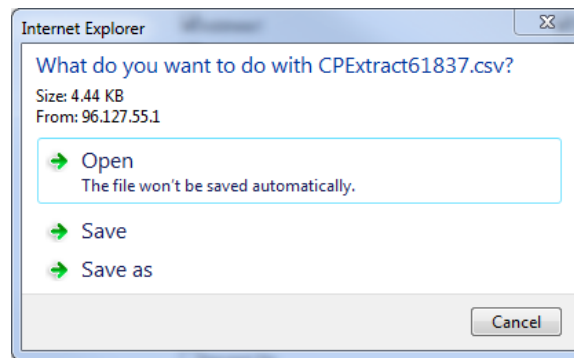
5)   Click the [Export] button.

A screen message warns you not to navigate away from your screen while the data is being exported.
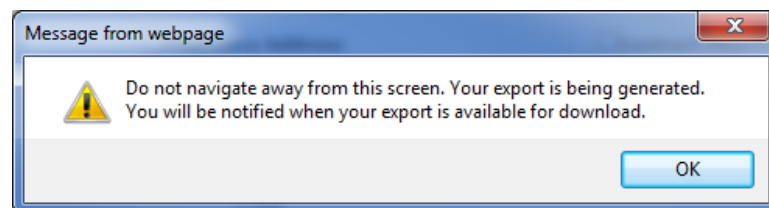
6)   Click the [OK] button.

A pop-up window asks if you want to open the export file in Excel or save it for later.

7)	Select the option to open the spreadsheet.

Excel opens and displays the spreadsheet.

If you want to generate a report of all the contract pharmacies in the 340B Database, click Reports > Daily Reports > Contract Pharmacy Daily Report. The report is produced in Excel spreadsheet format and contains both active and inactive pharmacies.

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Other Contract Pharmacy Guides

Searching for a Contract Pharmacy

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Registering a Contract Pharmacy

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Contract Pharmacy Daily Report